

Department of Natural Resources

Division of External Services, Office of Agriculture and Water Quality

Classification: Water Resources Management Specialist—Advanced

Working Title: Nutrient Reduction Strategy Coordinator

Position Summary

This project position will administer workplans under the new EPA Gulf Hypoxia Program, which provides non-competitive grant funding for five years for states in the Mississippi River Basin to implement their nutrient reduction strategies. The activities under the current workplan focus on reducing nitrogen and phosphorus loads to surface and groundwater from agricultural nonpoint sources. The position will be the main DNR point of contact for nutrient reduction activities in the Mississippi River Basin, and will also be responsible for: 1) working with internal and external partners to track implementation of the Wisconsin Nutrient Reduction Strategy and develop an implementation progress report every two years; 2) ensuring that activities identified in the Wisconsin Gulf Hypoxia Program workplans are implemented and that all elements required by US EPA's Program guidance are addressed; 3) managing the funding awards to grant subrecipients, including the Department of Agriculture, Trade and Consumer Protection (DATCP); 4) executing the required annual grant reporting, including gathering required data elements and entering them into the new federal reporting module; 5) working with internal and external partners, including other states, to evaluate best options and parameters for data visualization tools that will portray nutrient reduction progress, particularly by agricultural nonpoint sources and coordinating the delivery of those tools for public use; and 6) participating in planning for the collection and management of data that will tell the story of Wisconsin's implementation progress.

Geographic Scope and Travel Requirements: This position is preferably based in Madison or Fitchburg, with consideration also given to Eau Claire or La Crosse. Occasional in-state or out-of-state travel may be required for meetings and conferences.

Scope of Authority: This position works under general supervision and reports to the Director, Office of Agriculture and Water Quality, External Services Division.

Goals and Activities:

30% A. Act as main DNR point of contact for nutrient reduction activities in the Mississippi River Basin.

A1. Based on knowledge of the 2013 Wisconsin Nutrient Reduction Strategy, collaborate with DNR programs (Total Maximum Daily Load (TMDL) coordinators, nonpoint source, concentrated animal feeding operation (CAFO), wastewater, drinking water/groundwater, Mississippi River team) to lead implementation- of nutrient reduction actions in the Mississippi River basin.

A2. Based on knowledge of the 2013 Wisconsin Nutrient Reduction Strategy, coordinate with other government agencies (e.g., DATCP, Natural Resources Conservation Service (NRCS), county land & water conservation departments), NGOs (e.g., Wisconsin Land + Water, The Nature Conservancy, Farmers for Sustainable Food, etc.), farmer-led watershed groups, University of Wisconsin Extension, and other external partners to promote nutrient reduction activities in the Mississippi River basin.

A3. Respond to internal and external inquiries on nutrient reduction and Wisconsin's strategy.

A4. Participate in multi-state discussions regarding implementing state nutrient reduction strategies, such as interfacing with other states' coordinators, the Upper Mississippi River Hypoxia Subbasin Committee, and the Hypoxia Task Force Coordinating Committee.

20% B. Track and report on nutrient reduction implementation progress

B1. Work with internal and external partners to track implementation of the Wisconsin Nutrient Reduction Strategy.

B2. Develop a Nutrient Reduction Strategy implementation progress report every two years. Publicize the report by posting it on the DNR website, conduct a webinar providing a general overview and key highlights of the report, and prepare an executive summary for DNR and DATCP management.

B3. Participate in planning for the collection and management of data that will tell the story of Wisconsin's implementation progress.

35% C. Administer Gulf Hypoxia Program grant.

C1. Lead implementation of activities identified in the Wisconsin Gulf Hypoxia Program workplans (Year 1-2 workplan and Year 3-5 workplan) and ensure that all elements required by the Program guidance are addressed.

C2. Manage the funding awards to grant subrecipients, including the Department of Agriculture, Trade and Consumer Protection (DATCP) and any contractors.

C3. Execute the required annual grant reporting, including gathering required data elements and entering them into the new federal reporting module.

C4. Coordinate development of the Year 3-5 workplan.

15% D. Identify options for visualizing nutrient reduction achievements.

D1. Work with internal and external partners, including other states, to evaluate best options and parameters for data visualization tools that will portray nutrient reduction progress, particularly by agricultural nonpoint sources. Based on findings, make recommendations for implementing data visualization tools.

D2. Coordinate the development and delivery of those tools for public use

Knowledge, Skills and Abilities:

1. Knowledge of agricultural or natural resource conservation management for the purpose of reducing pollutant loads to surface waters.
2. Skill in effective oral and written communication.
3. Ability to lead and collaborate in teams/with groups to achieve a shared goal.
4. Skill in effectively planning and setting of appropriate work priorities and managing overall workload responsibilities.
5. Knowledge of the principles of project management and/or grants administration.
6. Ability to work well independently and be self-motivated to take action.
7. Ability to use personal computers and software included in the Microsoft Office Suite, GIS software, and data visualization software.
8. Ability to establish and maintain effective working relationships with co-workers, supervisors, public officials, stakeholders, and members of the public.
9. Ability to analyze data using statistical methods, databases, and programming tools and visualize data via graphics or other illustrative methods.

Physical Requirements and Environmental Factors

Strength Requirements:

Sedentary work (exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently) about 90% over a year's time. Light work (exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently) about 10% over a year's time.

Environmental Factors: Activities of this position occur primarily inside.

Telework Evaluation: Telework may be available for this position.